

<b>INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION</b>									
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)									
<b>1. POST</b>			<b>2. AGENCY</b>			<b>3a. POSITION NO.</b>			
<b>KAMPALA</b>			<b>STATE</b>						
<b>3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.</b> Yes    No									
<b>4. REASON FOR SUBMISSION</b> a. Reclassification of duties: This position replaces									
	Position No.				(Title)	(Series)			(Grade)
b. New Position  c. Other (explain)									
<b>5. CLASSIFICATION ACTION</b>		Position Title and Series Code			Grade		Initials		Date (mm-dd-yy)
a. Post Classification Authority		<b>VOUCHER EXAMINER FSN-420</b>			<b>7</b>				
b. Other									
c. Proposed by Initiating Office									
<b>6. POST TITLE POSITION (if different from official title)</b>					<b>7. NAME OF EMPLOYEE</b> <b>VACANT</b>				
<b>8. OFFICE/SECTION</b> <b>U.S.EMBASSY KAMPALA</b>					a. First Subdivision <b>MANAGEMENT OFFICE</b>				
b. Second Subdivision <b>BUDGET AND FISCAL SECTION</b>					c. Third Subdivision <b>N/A</b>				
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>					<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>				
<b>VACANT</b>									
Typed Name and Signature of Employee				Date(mm-dd-yy)		Typed Name and Signature of Local Supervisor			Date(mm-dd-yy)
<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>					<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>				

Typed Name and Signature of American Supervisor	Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer	Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**  
Responsible for the complete voucher examining process (except final review and certification) of a considerable variety of average to moderately complex administrative type of vouchers invoices and claims. Most of them involve relatively uncomplicated transactions with reasonably well-defined bases for payments covering recurring types and/or limited varieties of goods and services. May also be required to handle Value Added Tax (VAT) reporting, control, and voucher processing. Incumbent must possess or gain specialized knowledge of host country VAT regulations and procedures in order to advise employees and post management on VAT issues.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **% OF TIME**

Under the supervision of the Financial Specialist, serves in a team of Voucher Examiners. Examines and reviews vouchers, invoices and other documents including moderately complex administrative invoices being paid against contracts between vendors and Post for various serviced Agencies at Post. Prepares non-cash vouchers and requests payments in U.S., local and third currency for goods, services and other expense transactions. Ensures, that payment is legal, proper and correct according to Regulations. Contacts vendors, payees if additional information and clarification is needed. The employee is responsible for the voucher throughout the entire process, up to the certification by the Certifying Officer. Orders payment Checks and EFT payments in U.S., local and third currency through RFMS/M System. Provides back up to other Voucher Examiner(s) in the section. 50%

For Embassy VAT expenditures, enter detailed VAT data on a regular basis and submit refund claims monthly. Control the claims and effect distribution of the refunds on a priority basis. For eligible US Employees, provide advice and assist individuals in completing VAT refund forms and submit their claims. For the official VAT using the VAT file on the FMO Shared network drive, provide reporting on official VAT submissions and refunds received from the Ugandan Ministry of Finance. Communicate directly with the Ministry of Finance or subsections thereof as required to expedite VAT refunds for individuals and the USG. Job incumbent will prepare special purpose analyses of VAT reporting as required in order to advise post management for the purpose of optimizing VAT refunds for both Embassy employees and the USG. He / She will assist in research and interpretation of Ugandan VAT laws and regulations to assist post management in preparation for negotiation with the Ugandan authorities regarding VAT issues. 20%

Incumbent prepares and examines very complex travel vouchers for in-country and international travel vouchers, consulting travel and allowance regulations, applying applicable regulations and restrictions and determining the validity of the requested payment. Provides advice to travelers submitting vouchers for payment and resolves any claim or payment differences. Maintains records of all travel vouchers, outstanding advances and un-liquidated travel obligations, ensuring that travel obligations are adjusted as necessary. May also be required to perform other duties as assigned. 20%

Serves as Alternate Class B Cashier during the absence of the Post Class B Cashier with an accountability limit of \$100,000 U.S. The employee performs the full range of Cashiering duties, including Collections, Accommodation Exchange to authorized personnel on a daily basis. Collects Consular Fees and Cash from personnel for travel, personal phone calls, and other miscellaneous fees. Makes payments based on Certified Vouchers and other authorizing documents, such as Vendor payments, Travel Reimbursement payments and payments to FSN and US employees. Also processes Certified and Sub-vouchers. Must have a good knowledge of the new WinACS Software. Has to provide Off-Site support – Cashiering for VIP visits, such as Presidential and CODEL visits. 10%

**5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education  
University degree in finance, accounting, commerce, business administration, marketing, statistics, and economics is required.

b. Prior Work Experience  
Two years of progressively responsible experience in accounting, auditing, cashiering, book keeping, and voucher examining is required.

c. Post Entry Training  
N/A

d. Language Proficiency: List both English and host country language(s) by level and specialization

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- e. Knowledge  
Familiarity with handling vouchers, VAT and/or cashiering transactions with public offices including large institutions is required.
- f. Skills and Abilities  
Must possess considerable skills in articulating complex issues orally and in writing, (e.g., to explain disallowance of claims or deductions in vendor invoices) through comprehending and properly applying technical regulations and requirements to the voucher examining process. Must be skilled in using the computer (MS Word, MS Excel and MS Access) to process transactions in a financial data base. Must possess considerable skill (tact and diplomacy) in interacting with customers, vendors and host government officials as it relates to processing various types of vouchers and backing up the cashier.

#### 16. POSITION ELEMENTS

- a. Supervision Received  
Regional Financial Management Officer, Financial Management Specialist and occasionally the Management Officer.
- b. Available Guidelines  
Budget & Fiscal Manuals
- c. Exercise of Judgment  
N/A
- d. Authority to Make Commitments  
N/A
- e. Nature, Level and Purpose of Contacts  
Vendors, FSNs and US Direct Hire Employees in connection with submitted claims.
- f. Supervision Exercised  
N/A.
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks.